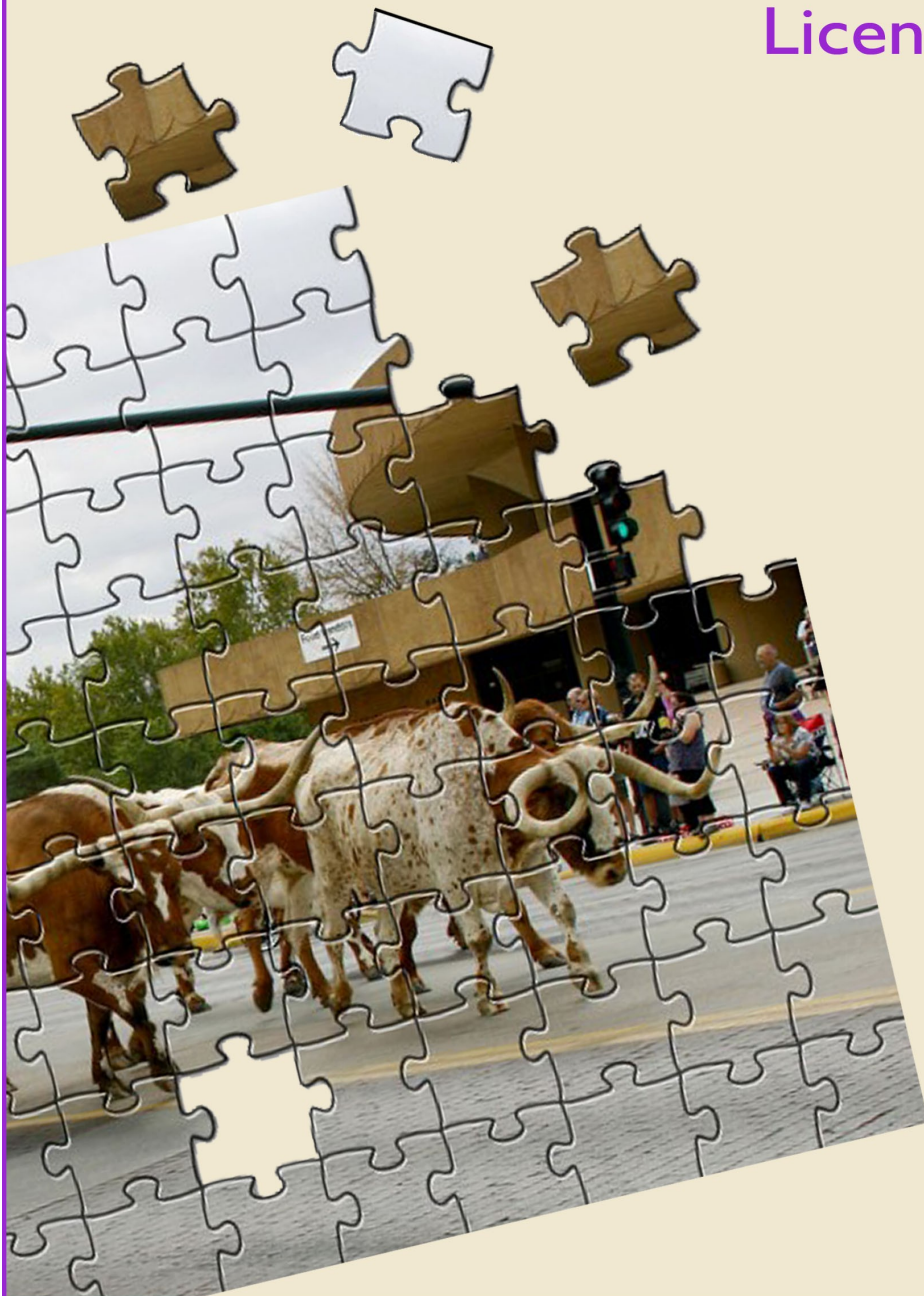


Community Events

Licenses & Fees Guide



*So you're
thinking about
hosting a
community
event
in the
City of
Wichita?*

We put all the pieces of the
approval process together for you!



Organizing A Community Event

Community events begin with an idea and end with something great for our residents. The City of Wichita encourages individuals and groups to organize community events and to be aware of the steps they need to take to make sure they are safe and adhere to all laws.

Helpful Piece of Information:
Give yourself enough planning time.

No two community events are the same. The one step that is consistent for everyone, though, is advance planning and knowledge of the City's Community Event Application process that includes the payment of fees for licenses and permits. The [Community Event Checklist](#) and [application](#) can be downloaded here.

Start by asking yourself, “Does my event fit into the definition of a Community Event?”

No matter what your event is – a parade, concert, run/walk/marathon, circus, fireworks show, etc. – if it's held in a public space (City facilities, plazas and City streets) and involves more than 100 people, it's considered a Community Event. The same is true for events held on **private and park property** if they occur outdoors and attract more than 250 people. **Please note: Invitation-only events on Private property are excluded.**

Don't miss the application deadline

Timing is everything when organizing a Community Event. Involve the City in your planning as soon as possible by submitting your Community Event Application at least 45 days in advance of the event date. Communicate your event expectations clearly to us:

- How many people do you expect will attend?
- Where will your event be located?
- Do you need to rent park property?
- Do any of your activities involve public streets?
- Will you be using tents or hanging banners?
- Will food, alcohol or beer be sold?
- Do you need to rent bleachers or a stage from the City?

The greatest advantage to the City's streamlined application process is that you have one point of contact from start to finish. What you have to keep in mind, though, is that the Division of Arts & Cultural Services coordinates with up to 18 other City Departments to respond to your application. Organizers that submit applications less than 45 calendar days in advance may be subject to additional fees, or the application could be denied altogether. Application approvals typically take **20 business days**.

Building A Successful Community Event

1. **Know which Community Events guidelines apply to your event and what licenses you need.**
2. **Be aware of the public health and safety responsibilities you have as an event organizer.**
3. **Submit your application no later than 45 calendar days in advance of your event date.**



Licenses and Fees Dependent on Type of Event

The City incurs costs for public health services, exclusive use of property and public safety every time a Community Event takes place in Wichita. Organizers assist with covering those costs when they purchase [licenses](#) and pay permit fees for certain services.

All fees must be paid at the time the application is submitted to the Division of Arts & Cultural Services. License and

fee charges vary, depending on the scope of each event. In 2011, the average cost was \$133, which included application, license and street closure fees.

Please keep in mind that additional permits and licenses will be necessary if you want to do such things as:

- Sell alcohol and/or food.
- Hang banners.
- Set up tents.

- Hold a public fireworks display.
- Rent City bleachers and/or stage.
- Reserve a public parking lot.
- Utilize park property or park shelters.
- Set up amusement rides and/or live animal exhibitions.
- Have vendors at your event that will be selling goods and services.

This list is not inclusive, so please contact the [Division of Arts & Cultural Services](#) if you have questions.

Pay Close Attention to the Checklist

Planning a Community Event can be a complicated process. To ensure that organizers don't overlook necessary details, the City created a [Community Event Checklist](#). All applications must be accompanied by:

- A Certificate of Insurance (minimum amount of \$500,000 public liability insurance/\$50,000 property damage insurance).
- A Site Plan/Map that includes barricade locations, vendor locations, stage placement, portable restroom locations, trash receptacle locations and list of streets to be closed.
- A Security Plan that incorporates the use of off-duty [certified law enforcement officers](#) at a fee of \$30 per officer/per hour with a four-hour minimum.
- A Traffic Flow Plan that includes information on requested street closures, parade or run/walk routes or any other request impacting the flow of traffic.

Protecting Public Safety/Health

The City of Wichita is committed to keeping Community Events enjoyable and safe for everyone involved. The City also works to minimize disruptions to surrounding neighborhoods and keep the area accessible to emergency vehicles. That is why event organizers are asked to provide:

- Barricades to close streets.
- Trash containers and trash service. Typically, one container is necessary for every 10 people.
- Portable restrooms and service. Typically one portable is necessary for every 100 people.
- A list of all food and retail vendors. (All food vendors must be licensed/inspected through the [Department of Environmental Health](#).) Don't forget your [Food Handler Card](#)!
- Adherence to noise levels ([Noise Ordinance 7.41](#)) and the event cut-off time.

Serving Alcohol at Community Events

Are you interested in selling cereal malt beverage (CMB) or alcoholic liquor at your Community Event?

Here's some of what you need to know.

(Please note: This is intended to be an overview and is not inclusive of all information included in City and State laws and licenses and is subject to change without notice.)



The sale of CMB (alcohol content of 3.2 percent or less) is regulated by the City of Wichita and require a [CMB license](#). Sales must be in a defined area that can include streets. CMB may not be sold through a caterer's license.

Events where alcoholic liquor above 3.2 percent is sold require both [State](#) and [City](#) temporary permits. Events that include the use of City streets also require the approval of a Temporary Entertainment District and street closures by the Wichita City Council. If the event's defined area does not involve a City street, a [caterer's license](#) may be used in lieu of State and City temporary permits.

When making the decision on which type of beverage to serve, it's good to be aware of the different fees and regulations for alcoholic liquor versus CMB.

Whatever your choice may be, you will get all the help and assistance you need from [Division of Arts & Cultural Services staff](#).

Frequently Asked Questions

How do I submit a Community Event Application?

Complete applications may be mailed or delivered to the [Division of Arts & Cultural Services Administrative Offices](#), located inside Century II. The Division's office address is 225 W. Douglas, Wichita, KS 67202.

What constitutes a complete application?

A complete application will have: All pages of the [application](#) and [checklist](#) with original signatures; all applicable documentation, including Certificate of Liability Insurance and site map; and payment of fees.

Who reviews Community Event applications and when will I find out if my event is approved?

Applications are reviewed by a group representing up to 18 City departments to make sure they fall within City of Wichita code and compliance. Street closures are approved by the Wichita City Council. Organizers who follow guidelines should receive a response within 20 business days of submitting their application.

Do I have to go through the Community Event Application process to reserve a park shelter?

A Community Events Application is only required if the park event is open to the public and exceeds 250 people in attendance. However, anytime park property is used for a public event — no matter what the attendance — you must contact the [Park and Recreation Department](#) beforehand at 316-268-4361 to coordinate the rental.

What if I want to host a neighborhood block party?

Approvals for neighborhood block parties are coordinated through the [City Manager's Office](#). Call 316-268-4351 for more information.

Does a Community Event on private property need a license?

Yes, if event is open to the public and it has 250 people or more in attendance. A letter of permission from the property owner and/or manager must accompany the Community Event Application. Invitation-only events on private property are excluded.

How late can I keep my event open?

Events must end no later than 11 p.m. Sunday-Thursday and no later than midnight on Friday-Saturday. During event hours, event organizers are asked to be respectful of businesses and residents in the surrounding area and keep noise levels within reason. Wichita police will respond to noise complaints ([Noise Ordinance 7.41](#)).

Can alcohol be served during a Community Event?

Yes. There are different processes and fees for selling cereal malt beverage (3.2 percent alcohol by weight and below) versus alcoholic liquor (above 3.2 percent) during Community Events. Cereal malt beverage is governed by [City of Wichita](#). [State of Kansas](#) laws apply to alcoholic liquor.

What is a Temporary Entertainment District or TED?

Temporary Entertainment Districts (TED) apply only to Community Events where alcoholic liquor is served. TEDs are required by the State and approved by the Wichita City Council. A TED is a defined area that includes streets and sidewalks where alcoholic liquor can be consumed during the specified hours of the event.

Am I allowed to sell food and merchandise at my event?

Yes. The City requires each participating vendor to obtain a [Transient Merchant License](#). Food vendors must also be approved by the [Department of Environmental Health](#) and have a [Food Handler Card](#) and/or a [Food Establishment License](#) from the Kansas Department of Agriculture. The Community Event license allows for multiple transient merchants at your event.

Where can I find the City's Community Event Ordinance?

The Community Event Ordinance 3.11 can be found [here](#). Event organizers may also contact Division of Arts and Cultural Services staff at 316-303-8630 for additional information.